

04 APR 2006

MCCS-RM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum – Civilian Hiring and Services Contract Approval and Reporting

1. References:

a. Memorandum, Secretary of the Army, 23 Feb 06, subject: Army Policy for Civilian Hiring and Initiation/continuation of Contracts for Service Personnel.

b. Memorandum, MEDCOM, 24 Mar 06, subject: Office of The Surgeon General (OTSG)/Medical Command (MEDCOM) Policy on Civilian Hiring and Services Contract Approval and Reporting.

2. Effective 23 Feb 06 and IAW references above, LTG Kiley is the approving authority for all civilian staff hires and procurement of contracted services within the OTSG/MEDCOM. For the AMEDDC&S, I am the official requesting authority for such approval. All AMEDDC&S activities will strictly adhere to this Army policy. This policy applies to all activities documented on the AMEDDC&S Table of Distribution and Allowances (TDA) and applies regardless of funding source or servicing civilian personnel, contracting, or budget offices.

3. We must continue and improve our analysis and decision processes. My submission of a request to MEDCOM is taken as a statement of assurance for the availability of funds for the requested action.

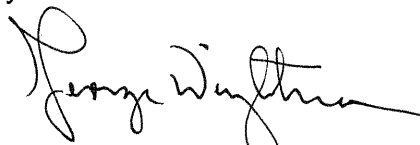
4. All activities will use the newly revised Human Resource Advisory Committee (HRAC) format (Encl 1) to submit requests for my consideration. You will be provided the Microsoft Office Word file for use until this form is included in the AMEDD Forms-flow system. Until that time, completed signed forms must be submitted to DCSRM, ATTN: MCCS-RM in both hard copy and electronic formats. Upon inclusion in the AMEDD Forms-flow system, the forms may be electronically signed and submitted via Forms-flow to the DCSRM. Additional implementing instructions are included at Enclosure 2.

5. At its next meeting, the HRAC will review our current civilian hiring and services contract policies and procedures and determine if, in view of this new Secretary of the Army policy, we should make any changes.

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6. POC for this policy is Mr. Faleide, DCSRM, 210-221-6906 or mark.faleide@amedd.army.mil. Specific questions related to civilian personnel hires may be directed to Mrs. Abbey at 210-221-7359 or susan.abbey@amedd.army.mil. Specific questions related to services contracts may be directed to Mrs. Horton at 210-221-7348 or deborah.horton@amedd.army.mil.



GEORGE W. WEIGHTMAN  
Major General, MC  
Commanding

Encl

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32<sup>nd</sup> Medical Brigade  
Assistant Commander for Force  
Integration  
Academy of Health Sciences

**AMEDDC&S -- HUMAN RESOURCE ADVISORY COMMITTEE**  
**Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel**

**INSTRUCTIONS:** Complete a separate form for each action. Submit completed form through your authorizing official to DCSRM. The justification must identify the new mission, program change, increased workload, or local directive prompting this request. Use the TAB key to move between fields.

**Page 1:**

1. Requesting Activity: Organization name and installation.
2. Request is for: Check all appropriate boxes.
  - a. Civilian:
    - (1) Recruit Vice: Enter departing employee's name
    - (2) Date departed: Enter employee's last work day
    - (3) Series changing to: If you are changing the series of the position IAW HRAC rules of engagement, indicate new series here.
  - b. Contract:
    - (1) Project Name: Project name must be specific enough to differentiate it from other contract requirements.
    - (2) Contract/Task Order/Delivery Order Number: Self-explanatory. If a new award without an existing contract number, state "new award."
    - (3) Procurement Activity: Identify the intended method of procurement (MIPR, DA 3953, etc.)
3. Type of funds: Check appropriate box. If "Other" identify type in space provided.
4. APC: Enter the APC to be used to fund this request.
5. Point of Contact: Name and rank/grade, phone, fax, and email.
6. Requesting Official: Enter the name, rank/grade, title and signature of the requesting official. Also include the date of the signature.
7. Authorizing Official: Enter the name, rank/grade, title and signature of the authorizing official. For civilian hiring actions this is the Dean, ACFI, Bde Cdr, or equivalent or their representative. Also include the date of the signature.

**Page 2:** Local Tracking Number will be completed by DCSRM personnel. A & B are completed for you.

**TITLE:** Select the appropriate request type – Civilian or Service Contract.

**C. Position Title or Project Name for Contract:**

- Civilian Hire: Position Title on TDA
- Contract: Project name must be specific enough to differentiate it from other requirements

**D. Position Number or Contract Number/Task Order/Delivery Order Number:**

- Civilian Hire: TDA CCNUM (e.g., 0107) Paragraph and Line (e.g., 001A/99A).
- Contract: Self explanatory. If a new award without an existing contract number, state "new award."

**E. Position Grade and Cost/ or Contract Manpower Equivalents and Cost:**

- Civilian: Series, grade and expected step; e.g. GS560-13/4. Estimated annual cost in 12 months of work including benefits, PCS costs, recruitment, retention, or relocation incentives, and any other entitlements.
- Contract: Determine Contract Manpower Equivalents (CME) by dividing the total number of service hours requested by 1920 hours. 1 CME = 1,920 hours. If no hours are involved, indicate "No Hours." Cost is the Independent Government Cost Estimate for the total contract cost for period of performance.

**F. Justification for fill or contract:** Do not exceed space provided. This space will grow as you write your justification. Do not exceed 15 lines or 1000 characters. Ensure TSG's signature block remains on the page.

**G. Requesting Activity POC/Phone:** Select the appropriate POC: Civilian: Susan Abbey, 210-221-7359 Contract: Michael Johnson, 210-221-7351

<b>TO:</b> AMEDDC&S, DCSRM, ATTN: MCCS-R		<b>1. REQUESTING ACTIVITY</b>	
<b>2. REQUEST IS FOR:</b>			
<input type="checkbox"/> <b>a. Civilian Hire</b> <input type="checkbox"/> Recruit Vice: Date departed: Series changing to: <input type="checkbox"/> New <input type="checkbox"/> Permanent – Full Time <input type="checkbox"/> Permanent – Part Time <input type="checkbox"/> Temporary (NTE (Up To) 2 Yrs) <input type="checkbox"/> Term Appointment (NTE (Up To) 4 Yrs) <input type="checkbox"/> Temporary Promotion		<input type="checkbox"/> <b>b. Contract for Service Personnel</b> <input type="checkbox"/> New <span style="float: right;"><input type="checkbox"/> GWOT</span> <input type="checkbox"/> Exercise of Option(s) <input type="checkbox"/> Delivery Order/Task Order <input type="checkbox"/> Bridge or contract extension <input type="checkbox"/> Modification Procurement Activity: <div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><b>3. TYPE OF FUNDS:</b> <input type="checkbox"/> DHP <input type="checkbox"/> OMA <input type="checkbox"/> Other:</div><div style="width: 35%;"><b>4. APC:</b></div></div>	
<b>5. POINT OF CONTACT:</b> PHONE:                      FAX: EMAIL:			
<b>6. REQUESTING OFFICIAL'S TYPED NAME, RANK/GRADE, TITLE, AND SIGNATURE:</b>			<b>DATE:</b>
<b>7. AUTHORIZING OFFICIAL'S TYPED NAME, RANK/GRADE, TITLE, AND SIGNATURE:</b>			<b>DATE:</b>
<b>DCSRM USE ONLY:</b>		<b>TRACKING NUMBER:</b>	

US Army Medical Command  
REQUEST FOR APPROVAL

- A. Requesting Activity: AMEDDC&S, Fort Sam Houston, TX
- B. Unit Identification Code: W3VZAA
- C. Position Title or Project Name for Contract:
- D. Position Number or Contract Number/Task Order/Delivery Order Number:  
0107 TDA 001A/99A
- E. Position Grade and Cost/ or Contract Manpower Equivalents and Cost:  
\$
- F. Justification for fill or contract (do not exceed space provided):  
Do not exceed 15 lines and approximately 1000 characters TOTAL.
- G. Requesting Commander:

GEORGE W. WEIGHTMAN  
Major General, MC  
Commanding

Requesting Activity POC:

Phone:

H. MEDCOM Commander: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove Date: \_\_\_\_\_

KEVIN C. KILEY  
Lieutenant General, MC  
Commanding

<u>MEDCOM USE</u>										Date Received							Date Returned						
Tracking Number																							
e-mail completed form to "MEDCOM Hire/Contract Request" in MEDCOM GAL or <a href="mailto:hire.contract.medcom@amedd.army.mil">hire.contract.medcom@amedd.army.mil</a>																							

# IMPLEMENTING PROCEDURES FOR AMEDDC&S COMPLIANCE WITH SECRETARY OF THE ARMY POLICY FOR CIVILIAN HIRES

**APPLICABILITY:** Any requirement for the recruitment and hiring of vacant civilian positions including:

- Newly established positions
- All current vacant positions (permanent, temporary, or term) whether the intent is to hire externally or internally
- All recruit actions (RPA) submitted to the Civilian Personnel Operations Center (COPC) on or after 23 February 2006

**EXCLUSIONS:**

- All non-appropriated fund (NAF) positions (the AMEDDC&S does not currently have any NAF positions)
- Summer hires
- Intern hires
- Hiring actions (RPAs) submitted prior to 23 February 2006
- Extensions of term and temp employees

**PROCEDURES:** The hiring process cannot begin until approval is granted by the MEDCOM Commander.

For those RPAs that were submitted to the CPOC between 23 February and 26 March 2006.

- DO NOT CANCEL THE ACTION. Continue with the recruitment process.
  - If a job offer has **not** been made, hold action pending MEDCOM approval. Contact your servicing Civilian Personnel Advisory Center representative to ensure no job offer is made until you have received MEDCOM approval.
  - If a job offer **has** been made, submit request to DCSRM.
- Complete a request form for each action and submit to the DCSRM.
- DCSRM will process the requests for AMEDDC&S CG signature and notify the activity via email upon receipt of MEDCOM approval/disapproval.

For civilian hiring actions after 26 March 2006:

- Complete a request form for each action and submit to the DCSRM.
- DCSRM will process
  - all requests for vice hires to the AMEDDC&S CG for signature
  - all requests for new hires to the HRAC for consideration and recommendation of approval/disapproval.
  - all requests approved by the HRAC to the AMEDDC&S CG for signature upon availability of funds.
- DCSRM will notify the activity via email upon receipt of MEDCOM approval/disapproval.
- Upon notification of approval, the activity will initiate the RPA. In Part D, Remarks (4<sup>th</sup> Tab), include the following exact statement, changing the date as appropriate: "MEDCOM approval granted on DD-MMM-YY." Complete the Gatekeeper Checklist as usual.
- After completion of Part A, Block 6 (authorizing official), submit the RPA to the RMM-3FR\_AMEDDC&S\_MANPWR/RMM groupbox for processing and submission to the CPOC.

**IMPLEMENTING PROCEDURES FOR AMEDDC&S COMPLIANCE  
WITH SECRETARY OF THE ARMY POLICY FOR  
INITIATION/CONTINUATION OF  
CONTRACTS FOR PERSONNEL SERVICES**

**APPLICABILITY:** Any requirement for personnel services contract support including:

- New contracts
- Exercise of option(s) on existing contracts
- Placement of delivery orders and/or task orders on existing contract vehicles
- "Bridge" contract or contract extension actions
- Modifications to existing contracts that require additional funding be applied

**EXCLUSIONS:**

- "No cost" extensions to existing contracts, delivery orders, and task orders
- "No cost" or "reduced cost" modifications to existing contracts

**PROCEDURES:** The service procurement process cannot begin until approval is granted by the MEDCOM Commander.

For those contract actions that have already been submitted to a contracting officer between 23 February and 26 March 2006.

- DO NOT CANCEL THE ACTION. Continue with the contract process but do not make award until MEDCOM approval is received.
- Contract awards made between 23 February and 26 March without MEDCOM approval, must be submitted to DCSRM to request MEDCOM approval.
- Complete a request form for each action and submit to the DCSRM.
- DCSRM will process the request for AMEDDC&S CG signature requesting MEDCOM CG approval and notify the activities of the approval via email.
- If approved, proceed with award.
- If disapproved, cancel procurement action immediately.

For service contract actions after 26 March 2006:

- The requesting activity will process a Purchase Request in PRWeb or submit a MIPR to the Budget Office with all supporting documents attached (i.e. Statement of Work, Procurement Activity Quote, etc.). This request will generate a reservation of funds for the specified activity by recording a Commitment in the activity dCAS ledger account.
- The requesting activity will also submit a request for contract approval to the DCSRM using the prescribed form.
- DCSRM will process all requests for AMEDDC&S CG signature, forward it to MEDCOM for processing, and will notify the activity POC of the approval/disapproval via email.
- If approved, the DCSRM will release the request for procurement.
- If disapproved, the DCSRM will return the request to the requesting activity and decommit the reserved funds.